

14 March 1950

MEMORANDUM FOR: Assistant Director, CRM
Assistant Director, OCD

SUBJECT: HIS Program - Curtailment of Scheduled Reproduction
of Copies for Dissemination and Storage

1. The HIS program as presently planned, provides for the reproduction of approximately 900 sets, for distribution to the IAC agencies in accordance with their respective statements of requirements. This total represents some reduction in requirements as originally stated, but a cursory examination by CMSC, indicates that the above-stated total far exceeds the number of copies which should be reproduced at this time, and therefore that a drastic reduction should be applied immediately.
2. As a basic principle, it is held that the total number of copies initially reproduced should be limited strictly to such as will be required for actual use when issued. Copies in excess of this number from a practical point of view will never be maintained current in accordance with published revisions. Instead, they will be placed in dead storage, and consequently will enjoy little value at some future mobilization date. In all probability this inactive stock will never be issued for use. A reprinting will be required in order to satisfy mobilization needs in any event; and, furthermore, the number of copies which will be needed to satisfy this requirement far exceeds such as can be stored now. It is estimated that one set of HIS volumes will require approximately 100 running feet of shelf space.
3. In time of peace, it is opined that actual use of the HIS tomes will be limited to high-level, strategic planning groups, and even these users will not generally have occasion to refer to the great mass of detail presented. The users for whom this detail is essential, primarily, are the Tactical planners of which there are none in time of peace (practically speaking).
4. It is further believed that a proper utilization of available manpower, funds, and facilities dictates that the emphasis should be placed upon the preparation of the substantive manuscript, in contrast with the presently scheduled reproduction of a large number of printed copies characterized by a high standard of bookbinding craftsmanship. Adoption of a reproduction process which utilizes the typewriter or some such relatively simple and inexpensive system, will enable the storage of stencils or master sheets durable enough and readily available for the initial quick reproduction of copies in an emergency.

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This method also will greatly facilitate a continual revision of the original manuscript. Accordingly, it is believed that a costly, complex printing process which does not lend itself to the expeditious reproduction of copies at some future date, in consequence of an existing emergency, should be discontinued (except for maps and charts). The foregoing argument is not intended to militate against recognition of the fact that ultimately recourse must be had to the printing process to produce the NIS according to such standard and in sufficiently large quantity, as to satisfy operational requirements in wartime.

5. The JCS has established an "Area Priority" assignment which is to control the order of preparation of manuscript. It appears that this priority should be reflected in the number of copies reproduced upon each of the several areas, and in the selection of distributees to receive such copies.

6. Concluding from the foregoing it is the opinion of COAPS that the original publication of the NIS for peacetime use should be limited to a maximum of about 100 copies.

7. Other matters which should be considered are methods of production of a duplicate of the master stencil or plate which could be kept at the Pentagon for future use to facilitate quick reproduction in time of need; and the necessity of the present system which requires a great number of manpower hours for substituting new pages when changes occur rather than the issuance of annual supplements to bring up to date the basic volumes.

8. COAPS will call a conference, to discuss the subject matter contained in this memorandum, at an early date.

PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

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